

24 January 1964

MEMORANDUM FOR: Deputy Chief, CI Staff

SUBJECT : Clandestine Services Recruitment Procedures

1. As you requested, the following paragraphs summarize the manner in which recruitment of contract and staff personnel is handled in the Clandestine Services and the Office of Personnel.

2. The Clandestine Services Personnel Office (CSPO) receives recruitment requisitions from the various components of the RD/P to fill requirements for staff and contract personnel that cannot be filled from within the CS Career Service, by the JET Program, or from other parts of the Agency. Such requirements for external recruitment are forwarded to the CSPO on Form No. 1070, Recruitment Requisition (Attachment A). This form has space for the requesting Division to provide in detail the type of applicant they are looking for and to spell out any special handling required. The requisitions are reviewed by the CSPO to certify that a vacancy exists and for completeness in terms of the instructions to the recruiter. Any special security precautions to be taken in recruitment are spelled out by the Division on the recruitment request. Otherwise the applicant is required to sign the standard secrecy agreement.

3. One copy of the recruitment request is retained by the CSPO, one is forwarded to the Placement Branch, Personnel Operations Division, Office of Personnel (POD/OP), and one to the Personnel Recruitment Division, Office of Personnel (PRD/OP). These copies are on an interim basis for the referral of files, until such time as the Recruitment Division can prepare dissemination copies with a control number. The latter are distributed to the Field and Headquarters Recruiters and copies are provided to the originating Division.

4. Files of applicants, from all sources, that are qualified for a specific requirement are forwarded to the appropriate Division for review. If the Division is interested in the applicant, they may request that he be brought in for Headquarters interviews and processing. This is done by the submission of an Employee Travel Order and Personnel Action to the POD/OP. POD/OP then requests from the Office of Security, approval to invite the applicant in for interviews and processing. On the receipt of this approval, the applicant is brought in for interviews with the interested Division; he is tested, and has a medical examination. If the applicant is acceptable, security processing is continued for full duty approval.

5. The applicants that are considered against contract requirements are normally only spotted by the Office of Personnel Recruiter with no 25X1A

[REDACTED]
In all cases of contract employment processing is completely handled by the Division concerned.

6. Attachment A contains samples of staff and contract requisitions that are current. Attachment B lists the status of active requests and cases in process.

[REDACTED]
Chief, clandestine Services
Personnel Office

25X1A

ATTACHMENTS

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